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Operating Staff Meeting Minutes

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Operating Staff Meeting Minutes

October 21, 2015

10:30 – 11:30 a.m.

OS Speaker, Kathy Peverly, opened the meeting at 10:37 a.m. and welcomed to all. Kathy introduced Provost Julie Bernier and the Academic Deans: Gail Mears, Cynthia Vascak and Robyn Parker as guests speaking about the status of the cluster conversations. Provost Bernier stated that the conversations have begun with faculty because the cluster concepts are driven by faculty research and are focused on disciplines, our strengths and the needs of the region. She stated that there will be about six clusters defined. There will still be departments with majors with work within the major and interdisciplinary work on projects. A handout with PowerPoint slides describing the timeline, purpose of clusters, current cluster ideas, elements of a cluster and examples of a current cluster and open lab on PSU campus was presented with all speakers contributing to the discussion. This was followed by Q&A:

1. **How does a student get credit?** *Answer:* In the fall of 2015 there will be a soft launch and students will get credit through internships, capstone projects, practicums and senior research projects. Later, faculty will create new courses around cluster themes.
2. **Request was made to expand on potential for paid internships.** *Answer:* Students will have more options with experience; paid internships are touch and we will need to focus on this. We need to expand these opportunities beyond the few that we have through grants. Summer paid internships are good options as 70% of the internships lead to job offers. Partnerships with grant money can be used for internships.
3. **What are students being told? Are they involved in the planning?** *Answer:* Not yet, we are working to get more answers first and definitely want student involvement. We need to build on our strengths and what we can reasonably provide. For example, a cluster around engineering would be difficult at PSU.
4. **Please expand on cluster ideas.** *Answer:* Health and human enrichment, HHP, Nursing, Physical Therapy, Social Sciences and public health disciplines along with Education and the Health Care Administrator certificate in the MBA program can work around the theme of Active Healthy Living. The marketing, graphic design and sales students could sell it. Clusters will be flexible, broad and will shift over time.

Provost Bernier asked that OS members not hesitate to be in touch with questions and ideas. Dean Vascak mentioned that there will be more information online (MyPlymouth) in the next few weeks.

Kathy Peverly asked Babs LaJeunesse to welcome new employees. Babs welcomed James Sullivan, BSW, Cody McGraw, BSW, Virginia Willette, BSW and Nicole Connelly, Admin Asst. II in Student Activities.

Pat Bahr asked for a motion to approve the minutes from the September 16th OS meeting. Nikki Nunes made a motion to accept, Babs LaJeunesse seconded the motion and the minutes were approved unanimously.

Treasurer Debbie Cole stated that there is \$3,836.89 in the general fund.

Kathy Peverly stated that the Executive Committee has asked about distinction between the Sara Jayne Steen (SJS) OS Award and the Distinguished Operating Staff Award (DOSA). These awards celebrate outstanding OS members who work above and beyond their duties, model Ut Prosim through community service. Each award provides a stipend or a gift to the recipients. The difficulty arises for the committee choosing the SJS OS award recipient because there is not enough information about the nominees as they tend to work quietly behind the scenes. Members present responded that keeping the two awards is great opportunity to recognize OS members' hard work. Kathy said that perhaps a survey of all OS members could be completed. The process for the SJS award should begin soon so that the award can be given in December or January.

Kathy asked the members if they felt the time for the OS meetings (10:30-11:30 a.m.) should be changed in an attempt to increase attendance. Physical Plant members present felt that this time was best for them and the consensus at this meeting was to keep the same meeting time.

Committee reports

Nominating Committee -Linda O'Donnell stated that the committee would be working on the SJS OS award process.

Fundraising/Scholarship Committee – Nikki Nunes stated that the Festival of Trees would be held December 5-6th at the Senior Center with set up on Dec. 4th. She asked for volunteers to assist with the event, ticket sales and mind the tree ornaments. Proceeds fund the OS scholarship awards. An email will go out soon and information can be found on Facebook: PSU Festival of Trees. Nikki will email a flyer to Amy Magdich so it can be printed for Physical Plant employees.

Professional Development –The current balance in the account is \$10,454.24. Funds have been awarded to 8 PATs and 3 OS members. Terri Potter and Ashley Phillips came to their September meeting to discuss professional development opportunities. The committee sponsored several opportunities over the past three years but has found that there is a very low attendance rate. The committee questioned whether to host these opportunities for our staff members and if so, to offer something over Winterim when the students are away and staff has more time. The committee may conduct a survey re: staff interests, day/time they could be available. The committee will continue with the discussion and appreciates feedback.

Welfare - Lu Ann Humphries reported about the USNH Task Force to review OS Leave Policy, which kicked-off on Oct. 8. On behalf of our Welfare committee, Lu Ann volunteered to represent PSU. All USNH campuses have been tasked with gathering feedback from their campuses. Chris Chiocca sent an email last week (on behalf of the Welfare committee) to all OS staff asking for feedback regarding what you like and what you would like to change. Chris also sent a second email attaching a proposed points of review form, and asked that it be returned to a member of the Welfare Committee prior to November 1st (optional, if you've already responded to his first email). The next meeting of the USNH Task Force will be November 18th (which coincides with our OS meeting). Lu Ann will share the feedback received from PSU to the committee and report back to OS members at the following meeting. A discussion followed about how OS bereavement leave compares to PATs bereavement leave and whether it would be beneficial to match OS bereavement leave to PATs or if some other changes could arise offset this.

Faculty Observer - Kit Otto stated that the faculty meeting was short and the main item was that Sean Collins is the new Director of the Doctorate in Physical Therapy (DPT) program. The program is not in place yet; Sean will lead the proposal for a 3 year full time DPT graduate program. This would be the first graduate program to chard a full time rate and was approved by faculty.

Honorary Degree & Awards - Laurie Reed reported that these will be reviewed later this month. She mentioned that the President's Commission on Diversity is re-organizing and would have more information later on this.

Parking Committee - Roberta Thompson reported that this committee will meet next week.

PAT Reporter - Kara Barker provided a detailed report in writing which she summarized briefly. For more information, please feel free to contact Kara. Andy Palumbo/Admissions reported on the R+30 data and gave an Admissions update with good news that First year enrollment is up at a five year high yet enrollment is down despite the record year due to several factors. Andy gave the dates of upcoming Student Open Houses: October 12th, October 24th, November 11th Veteran's Day, and November 14th; Student Athlete Open House -December 5th. Steve Taksar gave a FY15 financial update and FY16 Highlights.

Announcements (Shout Outs) – None. **50/50 winner received \$12.**

Speaker Kathy Peverly thanked all and the meeting was adjourned at 11:35 a.m.

Respectfully submitted by: Pat Bahr

PAT observer report 9/11/15 at 8:00 am

Members of the PAT were encouraged to arrive at the meeting early for breakfast. Breakfast was graciously provided by Frank/Sodexo to celebrate PAT's 40th year.

The meeting was called to order at 8:25.

The Executive Committee welcomed the following new PAT members:

- Brenda Shively, Interim Assistant Director of Development
- Kate Cameron, Interim Director of Prospect Development
- Bryan Dye, Director of Student Activities
- Shannon O'Hara, Manager of Building Services
- Adrienne Bortjens, Belknap Hall Residence Director
- John Aellig, Mary Lyon Hall Residence Director
- Samantha Gagnon, Purchasing Coordinator
- Ryan Donathan, Grafton Hall Residence Director
- Courtney Cray, Blair Hall Residence Director
- Megan O'Gara, Geneva Smith Residence Director
- Lauren Haley, Academic Career Counselor
- Danielle Mishkit, Admissions Officer
- Karina Locke, Assistant Director of Financial Aid
- Amy Woods, Annual Fund Director
- Lillian Rozanski, Administrative Manager for VP Academic Affairs Office

Terri Potter then had everyone in the room introduce themselves and share their department and number of years employed.

Terri introduced President Birx.

President Birx addressed the group and talked about clusters, addressed questions we might have about clusters and the role of PAT staff within the cluster framework, PSU's reputation on a national and world wide stage. He then took following questions for the attendees:

What are 1-2 priorities in the next 6-12 months

He was asked for an example of a cluster that would integrate student services and academia

How would he feel if we contacted Behrend and Houston about their process?

Rich Grossman presented on URSA and where the university is in the process

Eric Hoffman, Chair of the credit generating review committee and Joanne Guillmett, representative of the non-credit generating review committee answered questions about the review process.

The group approved the minutes from June

Terri gave the speakers report:

This is the 40th year of PAT existence. Terri gave a brief history of the PAT. Prior to the formation of PAT, there were two groups of employees, OS and Faculty. Many employees were not represented, RD's had no medical and no retirement. Group was formed in 1975.

The following Committees gave reports:

- **Fundraising & Benevolence:** Please consider making a payroll contribution to the scholarship fund
- **Governance:** If committees are open to the idea, a lot of newer members would like to sit in on committee meetings. Contact individual committee for approval.
- **Honorary Degrees & Awards:** the group was informed that report will be provided in PAT minutes
- **Media Advisory Board:** no report
- **Nominating & Balloting:** have not met yet
- **Observer to OS:** First meeting next week
- **Observer to Student Senate:** 20 students, Discussing Presidential Candidate Campaigns (potential visit)
- **Parking Committee:** no report
- **Planning & Budgeting Leadership Group:** have not met yet
- **Professional Development:** taking applications they review apps monthly
- **Representative to Faculty:** Notes will be in PAT minutes
- **Safety Committee:** no report
- **Scholarship:** would like to increase the number of awards given to 5-6 students. Please think of deserving students and let Jess Morel or committee know.
- **System Human Resources Committee:** A committee across USNH that reviews system wide HR policies.
- **Welfare:** Talked about committee role/functions, a Qualtrics survey, budget concerns and staff workload due to reduction in staff.

The speaker called for Old Business—None

The speaker called for New Business: Denise Normandin spoke about Healthy PSU and upcoming events

The 911 stair climb was announced. Dom Medaglia-Brown, Grady Arno and Ayla Steere spoke about the event.

The next meeting is on October 2nd

PAT observer report 10/02/2015 at 8:15 am

I was unable to attend the meeting on the 2nd, but have learned the following about the meeting

Guest Speaker were Andy Palumbo from Admissions and Steve Taksar, Vice President for Financial Affairs

Andy Palumbo: R+30 data and Admissions update

The Good:

- First year: 1346
- Transfer : 212
- Readmit: 37
- Total: 1595
- Retention Rate: 77%
- At least a five year high- Andy thanked everyone for their efforts.

The Bad:

- Despite the record year, we are down in enrollment
- Roll-up of several years of larger graduating classes and smaller incoming classes
- Low retention and persistence rates erode overall enrollment potential
- Undergraduate charts that indicate that the numbers are starting to trend positively.
- Graduate charts indicate downward trend in enrollment.
- Andy explained that we turned the corner and we have made positive strides, but there is work ahead.

Opportunities:

Fall 2016 Undergraduate New Student R +30

- First year: 1300
- Transfer: 205
- Readmit: 30
- Online: 30
- Total: 1565
- Fall 2015 R+30 Seniors 689
- Fall 2015 R+30 5th year seniors 395
- Total potential graduates 1084
 - Even if all graduated we increase total undergraduate enrollment significantly if we achieve PSU's Fall 2016 goals.
- Andy stressed that we are in the midst of a major positive turning point.
- We still need your participation.
- Andy asked everyone to interrupt tours, interact with students and families. He thanked everyone for planning and participating in events.

Open Houses

- October 12th
- October 24th (Saturday)
- November 11th Veteran's Day (Wednesday)
- November 14th (Saturday)

Student Athlete Open House

- December 5th (Saturday)

Steve Taksar- Financial Affairs update:

- FY15 Financial Recap
 - o Enrollment decline, 3rd year
 - o Reduced expenses by \$4.4M
 - o SIP program- 21 employees- net gain to university was small.
- The auxiliaries suffered the most.
- The board of trustees was adamant of balancing the budget by the end of the year.
- Reduced positions and reduction in force.
- We ended up a bit better than anticipated. Everyone across campus pitched in and cut expenses.
- FY 16 Highlights
 - o Enrollment way up (FFTE up by 330 UG)
 - o Occupancy way up (100 forced triples)
 - o Financial aid way up (discount rate 32%)
 - o Revenues up (5M over last year)
 - o Net revenues (revenues less financial aid)- still looking at this
 - o Critical Investments in ALLWell (cost about 2M/year), enrollment, marking (spent 1.4M- large increase), R&R
- FY16 Revenues chart- most of revenue comes from student tuition and fees. Steve explained that the state gives a very small percentage.
- FY16 Expenses chart- salary and fringes make up half of expenses, the financial aid expense continues to increase.
- Undergraduate Financial Full-time Equivalent chart- Steve noted that we are pleased to see that the curve has turned up thanks to a lot of hard work.
- Graduate Financial Full-time Equivalent chart- has not turned the corner yet. Stay tuned.
- State Appropriation- trending downward.
- Total Institutional Financial Aid chart- trending upwards. He noted that this is not sustainable. Goal is to cut back and find the balance "sweet spot."
- Operating Margin chart- surplus of the university. We have to create a surplus to function. The conversation is about what the surplus should be. Board would like it to be 3-4%. We usually don't hit that. As a non-profit, we cannot sustain our operation if we lose money or don't maintain a positive surplus.
- What is next?

- Maintain enrollment
- Lower discount rate
- Review URSA findings
- Develop and integrate new cluster strategy
- Invest in our future; including salaries- the university is going to work really hard at putting salary increases back in the budget. We had to give them up for a couple of years, but there is a commitment to get back to a level of positive salary increases.
- Growth strategy- we need an undergraduate body close to 5,000
- President Birx is so adamant about the growth that we are going to build a new residence hall in the next couple of years.

PAT committee reports that generated discussion:

Fundraising and Benevolence

- Fundraising and Benevolence have two new membership positions added bringing the total to 6 members.
- Addition of a co-chair
- Eliminating the Benevolence function of the committee

Welfare

- Conversation about salary increases for new employees (after first 6 months)—this practice was discontinued by the Executive Cabinet in July 2014.
- Outdated PDQ's, equity, workload, and morale

Speaker's Report

- PAT and OS Free Skate Day moved from Ski Day to Tues, Jan. 12th from 10-12
- Guest speaker for November will be the Provost and Academic Deans to discuss clusters
- Update on PAT Finances
- PAT blog has been updated to include history and list of PAT speakers since 1975

Welfare Committee Report to OS Staff

October 21, 2015

(reported by Lu Ann Humphries)

- USNH formed a Task Force **to review OS Leave Policy**, which kicked-off on Oct. 8. On behalf of our Welfare committee, I volunteered to represent PSU.
- All USNH campuses have been tasked with gathering feedback from their campuses. Chris Chiocca sent an email last week (on behalf of the Welfare committee) to all OS staff asking for feedback regarding **what you like and what you would like to change**.
- Chris also sent a second email attaching a proposed **points of review form**, and asked that it be returned to a member of the Welfare Committee prior to November 1st (optional, if you've already responded to his first email).
- The next meeting of the USNH Task Force will be November 18th (which coincides with our OS meeting). **I'll share the feedback I receive from PSU to the committee** and report back to our OS staff at the following meeting.

We're down one member on the Welfare Committee if anyone would like to volunteer.

Welfare Committee

Mary Hill

Lu Ann Humphries

Kathy Melanson